



JACK O'CONNELL
State Superintendent of Public Instruction

CALIFORNIA
DEPARTMENT
OF
EDUCATION

1430 N Street

P.O. Box 944272

Sacramento, CA

94244-2720

January 9, 2004

Dear Test Publishers:

Subject: **REQUEST FOR PROPOSALS FOR THE
CALIFORNIA HIGH SCHOOL EXIT EXAMINATION
(CAHSEE) ADMINISTRATION**

A Request for Proposals (RFP) to administer and provide ongoing item development for the California High School Exit Examination (CAHSEE) is enclosed. Public or private corporations, agencies, organizations, or associations with at least five (5) years of experience in the development and implementation of large-scale assessments may submit proposals in response to this request. The bidder must be legally constituted and qualified to do business within the State of California (registered with the Secretary of State). With the exception of bidders whose legal status precludes incorporation (e.g., public agencies, sole proprietorships, partnerships), bidders that are not fully incorporated by the deadline for submitting proposals shall be disqualified. Note: All Technical Proposals, and only Cost Proposals that are opened, will become public documents (see Notice on page 40 of the RFP).

It is anticipated that this contract will begin approximately on or after July 1, 2004 and will be completed approximately on September 30, 2007. The actual starting date of the contract is contingent upon approval of the contract by the Department of General Services (DGS) and continued legislative authorization. The estimated total maximum amount available for this contract is \$52,700,000.00 from both state and federal budget allocations. The estimated maximum amount available for fiscal year (FY) 2004-05 is \$13,830,852.00. Funding for ensuing years is contingent upon budget allocations.

Interested applicants should note the timeline for application in Section 4.7 of this RFP. Dates to note include:

- **January 27, 2004:** Bidders' Conference to be held in Sacramento from 9:00 a.m. to 10:00 a.m., Pacific Time (PT), at 1430 N Street, 3rd Floor, Conference Room 3101. Interested applicants should bring this RFP with them.
- **January 28, 2004:** Questions and answers must be submitted in writing to the California Department of Education (CDE) to the attention of Dana Herron, and must be received by 12:00 noon PT, either faxed (916) 319-0962, or e-mailed to dherron@cde.ca.gov.

- **January 29, 2004:** The Intent to Submit a Proposal/Bid must be returned at or before 2:00 p.m. PT to the CDE, Standards and Assessment Division either faxed (916) 319-0962, or mailed to the address below.
- **February 27, 2004:** The submitted technical and cost proposals must be received at or before 2:00 p.m. PT. The proposals must be submitted via regular postal service, express courier, or hand delivery to the address noted below. Transmission of the proposal by electronic mail (modem/internet) or facsimile (fax) shall not be accepted.

California Department of Education
Standards and Assessment Division
California High School Exit Examination Office
1430 N Street, Suite 5408
Sacramento, CA 95814
Attn: Dana Herron

In order to guarantee an official response, to ensure a fair and equal opportunity to all interested bidders, and to avoid any appearance of unfair advantage, all questions, with the exception of questions regarding the Disabled Veteran Business Enterprise (DVBE) Participation Goals, must be submitted in the manner described in Section 4.6 and must be received no later than 12:00 noon PT on January 28, 2004. Please direct questions about the DVBE Participation Goals to the CDE Contracts Office at (916) 322-3050.

Sincerely,

Geno Flores, Deputy Superintendent
Assessment and Accountability Branch

GF:dh
Enclosures

NOTICE: SUBMITTED PROPOSALS ARE PUBLIC RECORDS. All Technical Proposals and Cost Proposals and all related documents submitted in response to this RFP will become the property of the State of California and are considered public records subject to disclosure upon request pursuant to Government Code section 6250 et seq. All Cost Proposals will likewise become the property of the State of California and those that advance to bid opening are considered public records. Bidders should not submit any matter that they contend constitutes a trade secret. If a bidder determines that trade secret information must be included to be responsive to this RFP, the bidder must clearly identify this information. The identification of this information must be contained in a separate document attached to the cover letter. The document should specify the section(s), page number(s), and lines of text to be redacted, and identify any trade secret material within the proposal that should not be released to the public. The bidder must be prepared to protect the material from disclosure, should that become necessary, and provide CDE with a redacted copy within five (5) working days. Questions regarding the Public Records Act should be directed to your own legal counsel. California law can be accessed online at: <http://www.leginfo.ca.gov/calaw.html>.